



Executive Board Meeting
June 2-3, 2008
UMBC, Baltimore, MD

Monday, June 2, 2008

Members Present: Linda Diaz, David Clurman, Becky Verzinski, Dana Severance, Tracie Ellis, Kristin Hassey, Kyle Audette, Kevin Feil, Jennifer Derry, Shana Alston, Tom Gorczynski, Chad Henning, Jenn Thorpe, Joanne Goldwater, Dan Gockley, John Verdi, Katie Quinn, Brenda Stanley, Arika Easley, Kevin Martin, C. Amesha Brown, Kristen Diorio, Irene Malfregeot, Chris Mullen, Mark Turnbough, Phil Hernandez, Brandon Chandler, Jason Fredericks, Peter Galloway

Members Absent: Lyn Krueger, Clarence Scott, Laurie Ann Tomsho, Morgan Stocker, Stephanie Myers, Joe Russo, Sean Killion, Mary Ellen Wade, Georgelle Bilak, Kim Abel

1:21 p.m. Call to Order

Introductions of new board members and guests

Christina King Assistant Director at Richard Stockton College (Host 2009 bid)

Donna Vitale, Seaview Resort (Host 2009 bid)

Chad Henning at Penn State (Housing Ops co-chair)

Officer Reports

Secretary – Joanne Motion to Approve minutes, 2nd Chris Mullen,
Foundation of Excellence – correction “as a region”
Opposed – 0
Motion Passes with correction

Past President – RCs that could not make it send regards. Encourage board to nominate officers for next year. Elections = treasurer, VP/Pres. Elect plus other replacements on board. If you have been involved in MACUHO or on committees, please consider running for an office. Sent a letter of appreciation to Dr. Holly Belch for CIR work at conference to be included in her tenure portfolio.

Vice President – welcome to UMBC. Open positions on the board... if you are interested in filling a vacant position, please let Dave know. Open positions include Archives, Newsletter (filled next week possibly), DC Metro Regional Coordinator, WV Regional Coordinator

Treasurer – thanks for patience in receiving checks due to personal family emergency
\$98,411.56 Balance
Breakdown:
\$19,288.31 Business Savings
\$25,756.78 Non Profit Checking
\$53,366.47 Small Business Money Market

Check requests TODAY because Becky can not be here tomorrow. Checks will be mailed from Towson. Becky is working on a MACUHO Treasurer Manual to assist future MACUHO Treasurers.

President – Plans for a reception for ACUHO-I conference. If you are planning to attend ACUHO-I, please plan to attend the MACUHO/NEACUHO reception on Monday, June 23rd from 5:30-7:00. Linda is working on regional displays for the conference. We need materials from each committee to use in the MACUHO display for the ACUHO-I conference. CACCURH wants a more definitive relationship with MACUHO. This will be discussed in more detail tomorrow. Thank you for all of your hard work – MACUHO can not function without each of its committees/coordinators holding meetings to keep the organization running. As we prepare for the fall conference, what are our goals? Summer is the time to work on those goals so we are prepared for the fall.

Time and Place 2009 – Atlantic City, NJ, October 27-30, 2009 presentation

Seaview Resort & Spa in Galloway, NJ (approx. 7 miles from Atlantic City)
Many questions regarding budgets. Cost of Seaview room rate is \$169.00 plus taxes (approx. \$180.00 per night). This is significantly higher than MACUHO members are accustomed to spending per night at the conference (typically \$80-\$119). Questions regarding budget – can this conference break even. There are no other bids at present. Discussion tabled until tomorrow.

Host Committee 2008 Report – Last met as a committee on May 7th. Timeline, budget, subcommittee reports discussed. Schedule at a glance has been updated. Pushing through items on their list. Teasers will be coming out regarding programming, basket raffle. Charity is New Life Assistance Dogs which is a local charity in Lancaster County that provides assistance dogs to persons with physical disabilities. Binders secured by Becky Verzinski (donated from a vendor). Looking for a report of what institutions have attended and how to target other institutions to encourage them to attend. Food costs have increased due to fuel prices – double check contract so that this does not increase our costs. Request vendor letter from E&D so that Host can ask local vendors to participate. Vendors can review costs & register online. Entertainment is being planned. Looking for information for conference binder from committees.

ACUHO-I Report – Annual conference next week at Disney World in Orlando, FL. Annual conference for 2009 is in Baltimore, MD. Strategic planning at ACUHO-I in September (2.5 days). Established new committees: Public Policy Committee and Sustainability Committee. Placement exchange was a huge success in Boston this year. Thanks to MACUHO members who helped out with that. Unlike most placement exchange programs, this is not a one time event – you can use ACUHO-I placement exchange 12 months. Global summit in Hong Kong. Change in executive board structure will occur at conference in Orlando. Jacque Bollinger will begin role as ACUHO-I Regional Affiliations Director. There will be an ACUHO-I presence at the MACUHO conference (likely Pete) but it may not be Jacque.

2:45 Break

Committee/Coordinator Reports

Archives – nothing new to report.

Communications – MACUHO conference registration goes live on July 21st. Newsletter went out in April. Next deadline is August 1st – this is pre-conference newsletter so need items from program, host, diversity, etc. Still looking for scholarly or educational articles also. New newsletter coordinator soon but send items to David until new coordinator announced.

Diversity – March drive-in conference did not occur due to timing. Intend to contact ACUHO-I new Inclusion and Equity Director. Possibility to link REC and Diversity drive-in conference.

Exhibits & Displays – Update exhibits contact list. Working with Joe to get exhibit registration online. Emailed all exhibitors or sent paper packet inviting them to register. Already have 11 registered exhibitors. Online is working – only 2 so far requesting paper registration materials. Taking a postcard to ACUHO-I to give to vendors as a way to mention MACUHO conference early. Asking EB members to think about what vendors you have good relationships with so that we can begin working on sponsorships or encouraging them to display (register as a vendor). Connections with vendors are important ways to get them involved in the conference. E&D chairs need to maintain one list of contacts with vendors. Follow up letter from E&D thanking vendors for sponsorships. Vendor BINGO still working so they will continue on for 2008 – look for possible change in activity for 2009. Possibility to combine Vendor/Delegate reception with PPD New Delegate Orientation. Pre-conference activities – better marketing for ALL members to participate in golf/mini-golf outing.

Housing Ops – Drive-in conference scheduled for Dec. 8th at Temple University. Last one was almost 2 years ago. \$25.00 registration fee only to cover operating costs of drive-in conference. Had several conference call meetings instead of drive-in meetings to save on costs to have meetings. First Excellence in Operations Award – received 4 nominations.

PPD – MAPC 2008 still successful. Numbers only dropped very minimally. Summary sheet has all candidate numbers, employer numbers, revenues. MAPC 2009 looking at possibility of new location. Possible location is Lancaster Host – same location as MACUHO 2008 conference. Costs may be reduced. We are at capacity at Clayton Center in Delaware and need room to grow. Support for exploring new location and costs, including meals for candidates/employers. New suggestion – 60 minute program during program sessions with time to discuss wellness, avoiding stress in the workplace, etc. and then second half of program actually doing fun run/walk. Trading cards will be new activity at conference. Trading cards will have information on different aspects of MACUHO. Need ones for each committee, awards, conferences, region, officer positions, past presidents, others? Need board members to fill out sheets so that PPD can create cards.

Program – Call for Programs went out. Extended deadline is Thursday, June 5th. Need all board members to send emails to your colleagues to recruit programs. Looking for programs in all categories still. Problems with program submissions with “word count” error. If you are having problems, submit as much as possible and then e-mail committee electronic copy. Next meeting is June 9th to select program slate for conference. Notification will go out end of June. Mid-July Consent to Present forms due. Will post program slate online as soon as possible. Presentation materials are available after the conference on website. Contract signing stage with keynote (bio on back of PC handout). CIR info will go out when confirmed. Suggestion for ACUHO-I bid process (auction) for speakers.

REC – 33 institutions participated in Academic Excellence Awards. 442 students were recognized. 118 students achieved 4.0 GPA. Regions Best – 4 winners this year: Ayana Way (Centenary College), Chris Hoffman (St. Joseph’s Univ.), Ashley Gray (Rowan Univ.), Nick Butt (Villa Julie College). Two winners will receive

paid registration at student staff conference. Winners will also be presenting at Student Staff Conference in the fall. Next Student Staff/Live-in conference is Nov. 8th at Penn State University. Will need bids for 2009. “Ordinary People, Extraordinary Powers” – superhero theme for conference.

R&R – working with Program Committee on mid-level track for 2009. Poster session involving important factors in recruitment and retention based on ACUHO-I R&R study. Applications for VIPs program will go online with conference registration. Hoping to have 14 VIPs. Working on a VIP reunion in the VIP room at conference and also looking for ways to involve VIPs at conference (host, program, others?). ACUHO-I intern retreat on Thursday, July 10th at Cedar Crest. Tracking previous VIPs to see if they are in grad school, professionals, etc.

RELI Report – see attached full report.

Announcement: Due to officer scheduling conflicts, Tom Gorczynski will be representing MACUHO at NEACUHO conference this week. Arika Easley will be representing MACUHO at ACUHO-I as new professional.

MACUHO Critical Issues

Strategic Plan summary sent around. 170+ responses. What are strengths, weaknesses, opportunities, etc. Need to improve communication from EB to membership, still perception that membership has cliques, not inclusive, not welcoming at conference activities.

1. Diversity of membership - Recruitment and retention of staff remains a critical issue but more specific concerns of retaining seasoned professionals in attending/participating at annual conference.
2. Governance and Culture - Regional Coordinator needs revisited. Executive Board restructure?
3. Budget/Finances – conference budgets, affordability, vendor satisfaction, funding of critical services in strategic planning items
4. Communication – no coordination of communication with the membership. Website – continue to refine, improve, update. Includes directory.
5. Assessment – many different groups do surveys of the membership. Can we do a consolidated survey to the membership? Lack of consistency in programs and services. Do we track conference data, satisfaction levels, etc. Strategic plan assessment to measure whether or not we are improving.

Suggestions: Challenge colleagues to invite others to sit with them at dinner, invite new members to join committees to connect with a group, mentor/mentee relationship needs to progress, committees/regions set up automatic cliques so we need to be intentionally welcoming to new delegates.

Small Group Breakouts

5:25 p.m. Adjourn for the evening.

6:00 p.m. Dinner – off-site

Tuesday, June 3, 2008

7:30 a.m. Breakfast

8:33 a.m. Reconvene

Members Present: Linda Diaz, David Clurman, Dana Severance, Tracie Ellis, Kristin Hassey, Kyle Audette, Kevin Feil, Jennifer Derry, Shana Alston, Tom Gorczynski, Chad Henning, Jenn Thorpe, Dan Gockley, John Verdi, Katie Quinn, Arika Easley, Kevin Martin, C. Amesha Brown, Kristen Diorio, Irene Malfregeot, Chris Mullen, Mark Turnbough, Phil Hernandez, Brandon Chandler, Jason Fredericks, Peter Galloway

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MACUHO Critical Issues

Breakout into small groups to continue discussions

Draft conclusions from small groups will be prepared and shared in August/September. Plan is to continue to refine the strategic plan.

9:50 Reports Continue

Regional Coordinator Reports

DC Metro – not present/no report

Delaware/Maryland – plans for the summer including a picnic

New Jersey – NJ Core 10 – Montclair University August 7-8, call for programs sent out. Attendance will be limited to approximately 200. Registration up soon. Cost is \$55.00 includes 2 night accommodation, food, program sessions, etc. Goals for NJ region was to create a consistent plan for NJ Core. Newsletter went out in early May. Looking for replacement for Brandon after fall conference.

PA Northeast – (reported on Monday) nothing new to report, planning a social for the summer to welcome new professionals in the region.

PA South – not present/no report

PA Southeast – Social in June, Newsletter has new format, Katie is leaving region so looking for a new co-coordinator.

PA West – not present/no report

West Virginia – Planning a social in July. Stephanie Myers left region so looking for a co-coordinator. Plan for social at Morgantown or Fairmont.

New Business/Motions and Discussions

Housing Operations – New Initiatives

Excellence in Operations Award to recognize the housing operations professionals in our field. Received 4 nominations this year which is excellent for inaugural year.

Recognition is just a plaque presented at the conference. Discussion about awarding more than one award at the conference. If committee feels there is more than one deserving, then maybe mention others as nominees or “Honorable Mention” but not to take away from one award. If committee is deciding to give out two to spearhead award recognition, this is something special for this year.

MOTION: Dana – that the board authorize Housing Operations Committee to select one winner and to provide all nominees some form of recognition at the conference in the manner they see fit. 2nd: Phil.

DISCUSSION: Is there a way to recognize the honorable mentions at the conference? i.e. poster board photos, descriptions, etc? Boards can be set between program rooms, advertise all nominees and announce winner at banquet. Certificate to recognize the nominees? But stay away from “award show” feel. If everyone gets a plaque or trophy, it de-values the actual winner of the award. Suggestion to do a letter post conference? Reminder of motion to let the committee to decide the recognition. Accept all other suggestions via email to Chad Henning.

CALL TO QUESTION

Opposed: 2

Abstain: 1

Favor: 22

MOTION PASSES

Further discussion regarding allowing all committees to award only one award? There needs to be consistency among committees and award recognition.

MOTION: Dana – that all committees and officers be consistent with recognition of awards based on decision regarding HOC. 2nd: Kevin Feil

DISCUSSION: regarding consistency of recognition of nominees. Recognition could be letter sent to nominee prior to the conference that would encourage them to attend conference. Could Officers and Committee Chairs (with awards) decide in September how all nominees are notified or recognized?

WITHDRAW MOTION

NEW MOTION: Jen T– that Officers and co-chairs confer prior to conference (determined annually) on the manner in which the nominees will be recognized.

2nd: Kyle A.

CALL TO QUESTION

Opposed: 0

Abstain: 1

Favor: 24

MOTION PASSES

Time/Place 2009 – Discussion regarding dates of conference and room rates. November rates are lower than October rates. Original discussion with site was that November rates would be carried over to October dates. \$139.00 is rate. Student staff conference this year is Nov. 8th. Recommend to the board that annual conference and student staff conference can not overlap. Liaisons changed so rate discussion may have been lost.

MOTION: Linda – we need to make a decision regarding 2009. Allow NJ to host 2009 in Atlantic City area and negotiate site. 2nd: Katie Quinn

DISCUSSION: Concerns about not having estimated budget with the bid to reflect charges for room rentals, food, etc. Create Ad Hoc committee to assist NJ Host before signing contract with site and will assist with budget questions. All we are deciding today is that we are allowing NJ to host in Atlantic City area and come back next time or via email with more information about budget. Information by August 1st and Decision by September 1st so that officers can decide. Ad Hoc can include Dana, Pete and Becky to help work through contract issues and concerns involving budget. Are we going to open this up to other areas to submit bids for 2009? Timeline?

AMENDMENT: Allow NJ to host 2009 in New Jersey with a preference for Atlantic City area and negotiate site. 2nd Katie Quinn

DISCUSSION: is there any other area working on a bid? Negotiate site vs. research site.

CALL TO QUESTION

Opposed: 5

Abstain: 8

Favor: 8

MOTION PASSES

MOTION: Dana - NJ group negotiates contract and they will work with an Ad-hoc committee to help with contact and that the group will put out proposal to board by 8/1 and officers group will approve site by 9/1. 2nd: Irene

DISCUSSION: deadline – will hotel hold rooms until then?

AMENDMENT: Dana: dates to July 1 and August 1 – 2nd: Irene

DISCUSSION: is one month enough time? Brandon – current sites are ready to work with us. Only delay would be in selecting a whole new site which is not expected. Adhoc committee will include Dana, Pete, Becky others nominated by officers. If you would like to be on Ad-hoc committee let officers know as soon as possible.

CALL TO QUESTION:

Opposed: 0

Abstain: 1

Favor: 24

MOTION PASSES

CACCURH and MACUHO relationship – Tom will work with CACCURH on relationship with MACUHO and will clarify, answer questions, etc.

NJ CORE 10 – committee interested in getting information on sponsorships for NJ Core.

Looking for opinion of the board on getting sponsorships to support NJ Core. NJ Core is a training conference to share presenters and costs. Conference is funded by MACUHO through Regional Coordinator budget. Much is also donated “in kind” by institutions. If we get sponsorships for NJ Core, will this take away from sponsorships from annual conference? Should NJ Core schools increase their own funding for this training?

Sponsorships would offset costs for registration, food, etc. Any profits from MACUHO events go back to MACUHO budget. Are we targeting different audiences with vendors? Larger vendors will support annual conference and local vendors will support smaller conferences (i.e. diversity conf, NJ Core, student staff conference, etc.).

MOTION: Dana – E&D chair study issue of excessive solicitation with vendors and sponsorship of drive in and other conferences, including reporting sponsorships to E&D chair. E&D report at Feb. meeting on results. 2nd: Arika

CALL TO QUESTION

Opposed: 1

Abstain: 3

Favor: 21

MOTION PASSES

MOTION: Kevin F. – E&D chair provide a list of historical vendors contributing to annual conference and those not be solicited by other initiatives until the study is completed in Feb. 2nd: Mark T.

DISCUSSION: plans for Housing Ops conf. - intent to invite vendors for educational reasons, not just sponsorships. Could reduce amounts given for annual conference.

Majority of MACUHO operating budget comes from vendor booth revenue from conference. Concerns for Host because Host is relying on vendor sponsorship to support conference. There is a difference between being a vendor exhibitor and a vendor sponsor. Vendor exhibitors fund MACUHO organization, vendor sponsors fund conference events only.

CALL TO QUESTION

Opposed: 12

Abstain: 2

Favor: 8
MOTION FAILED

MOTION: Jen T. – all committee chairs including host committee communicate with E&D chair to discuss vendor sponsorship needs for rest of this year and collaborate on solicitation needs and compromise for remainder of 2008. 2nd – Jen D.

AMENDMENT: Jen T. - initial deadline for communication of needs to E&D chair is July 1st. 2nd – Jen D.

CALL TO QUESTION

Opposed: 0

Abstain: 2

Favor: 23

MOTION PASSES

Sustainability within MACUHO. As we plan our conferences and meetings, how can we streamline and rethink to support sustainability.

MOTION: Kyle = board create an adhoc committee to begin preliminary studies on sustainability including members within the organization. 2nd - Chad

CALL TO QUESTION

Opposed: 0

Abstain: 0

Favor: ALL (25)

MOTION PASSES

Announcements

Electronic copies of handouts – send to secretary for inclusion in minutes and archives.

Letterhead/envelopes available to committees/coordinators.

Materials for display at ACUHO-I table - Need photos, brochures, committee descriptions, new initiatives, etc. E-mail items to Linda ASAP. rcnjld@aol.com

MOTION TO ADJOURN: Dana

2nd – Katie Quinn

11:44 a.m. Adjourn